



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 4.4

Subject: Additional Employment

Supersedes: DYD 3.1, 08/01/94

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 02/01/98

Revision date:

Application

To All Department of Children's Services Employees

Authority: TCA 37-5-106

Policy

No employee of the Department of Children's Services shall have additional employment without obtaining written permission from the appointing authority or designee.

Procedures

A. Reason for notification of additional employment

The Department of Children's Services has no intent to prohibit employees from obtaining additional employment. The department does, however, intend that additional employment be examined for compatibility with the mission of the department in accordance with, but not limited to the following:

- a) Conflict of interest
- b) Work schedule resulting in undue fatigue

B. Notification to supervisor

- 1. The responsibility for requesting written approval for any additional employment rests solely with the employee.
- 2. Employees in youth development centers and TPS must submit requests to their superintendent. Employees associated with regional offices must submit requests to

their regional administrator. All other employees must submit requests to their program director, or assistant commissioner when a program director is absent.

C. Supervisor responsibility

1. Superintendents, regional administrators, and program directors/assistant commissioners are designated by the commissioner to review and approve/disapprove the requests for additional employment in accordance with terms of this policy.
2. After approval/disapproval, a copy of form CS-0129 *Additional Employment* will be returned to the employee and the original will be placed in the employee's official personnel file.

D. Violation of policy

Violation of this policy can result in disciplinary action up to and including termination.

Forms

CS-0129 Additional Employment

Collateral Documents

None

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>Additional Employment:</i>	Any additional job held regardless of number of hours or frequency, which results in income to the employee.
<i>Program director:</i>	A central office director, community residential facility supervisor.